

**TRADE VENDOR MASTER DATA REQUEST**  
( YOUR E-MAIL ADDRESS HERE \_\_\_\_\_ )

**MWR/VQ COMPANY CODE:** \_\_\_\_\_  
**MWR/VQ POC:** \_\_\_\_\_ **POC PHONE NUMBER:** \_\_\_\_\_

**NEW** ☐

**CHANGE \*** ☐

**DELETE** ☐

**BLOCK** ☐

**UNBLOCK** ☐

**AIMS ASSIGNED VENDOR NUMBER:** \_\_\_\_\_

**Vendor Name** \_\_\_\_\_  
**Search Term** \_\_\_\_\_ (list provided in User Manual)

**Vendor Remittance Address:**

**Street:** \_\_\_\_\_

**ZipCode:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ (1099 Vendors - individual only)

**TIN (Tax identification number)** \_\_\_\_\_ (1099 Vendors - corporations)

Check if this vendor is a consignment ticket vendor
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**Bank Information (unless waiver has been granted)**

**Bank Name:** \_\_\_\_\_

**Bank Key:** \_\_\_\_\_ (ABA number)

**Bank Account:** \_\_\_\_\_

**Type of Account:** \_\_\_\_\_ Checking or Savings

**Vendor's Account Name:** \_\_\_\_\_

**Reconciliation Account:** \_\_\_\_\_

\*(if a change is requested, the vendor cannot have open items against it)

**Payment Terms:** \_\_\_\_\_

**Payment Method:** \_\_\_\_\_

**Correspondence Info:**

**MWR/VQ Account Number w/Vendor:** \_\_\_\_\_

**MWR/VQ POC Name w/ Vendor:** \_\_\_\_\_

**POC Fax Number:** \_\_\_\_\_ **POC Internet Number:** \_\_\_\_\_

**Partner Vendor Name:** \_\_\_\_\_ **Partner Vendor No#:** \_\_\_\_\_

**EMAIL THE COMPLETED FORM TO [vendors@persnet.navy.mil](mailto:vendors@persnet.navy.mil):**